

RENCANA PELAKSANAAN PEMBELAJARAN

Satuan Pendidikan	: SMK Muhammadiyah 1 Sirampog
Kompetensi Kejuruan	: Akuntansi, TKJ dan TBSM
Mata Pelajaran	: Bahasa Inggris
Kelas / Semester	:/ Genap
Materi	: Manual And Tips (procedure text)
Alokasi Waktu	: 3 JP (1 Pertemuan)

A. Kompetensi Inti (KI)

1. Memahami, menerapkan, dan menganalisis pengetahuan faktual, konseptual, prosedural, dan metakognitif berdasarkan rasa ingin tahunya tentang ilmu pengetahuan, teknologi, seni, budaya, dan humaniora dalam wawasan kemanusiaan, kebangsaan, kenegaraan, dan peradaban terkait penyebab fenomena dan kejadian dalam bidang kerja yang spesifik untuk memecahkan masalah.

B. Kompetensi Dasar (KD) dan Indikator Pencapaian Kompetensi

Kompetensi Dasar	Indikator Pencapaian Kompetensi
3.3 Membedakan fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks procedure lisan dan tulis dengan memberi dan meminta informasi terkait manual [engetahuan teknologi dan kiat – kiat (tips), pendek dan sederhana sesuai dengan konteks penggunaannya.	
4.3 Teks procsedur	Menangkap makna secara kontekstual terkait fungsi sosial, struktur teks, dan unsur kebahasaan teks prosedur lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat – kiat (tips). Menyusun teks prosedur lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat – kiat (tips), dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks.

Tujuan Pembelajaran

Melalui proses menyimak,menanya, mengeksplorasi, mengasosikan dan mengomunikasikan, peserta didik mampu :

1. Mengidentifikasi karakteristik dari prosedur teks berikut struktur teks, fungsi sosial dan unsur kebahasaan yang digunakan dari teks bacaan sesuai dengan unsur ungkapan terkait yang diberikan.
2. Menjelaskan penggunaan prosedur teks berikut struktur teks, fungsi sosial dan unsur kebahasaan yang digunakan dalam Bahasa Indonesia.
3. Memberikan informasi tentang prosedur teks (manual and tips) dan menulisnya kembali secara benar

4. Membuat prosedur teks (manual and tips) dengan menggunakan konteks kebahasaan yang tepat.

C. Materi Pembelajaran

- Materi : Procedure text
- Sub Materi : Manual and tips
- Fakta : Mengaplikasikan teks prosedur terkait manual penggunaan teknologi dan kiat-kiat (*tips*) dalam kegiatan sehari – hari
- Konsep : Manual tips adalah sebuah kutipan untuk menerangkan bagaimana sesuatu terjadi/beroperasi .
- Prinsip : *Struktur text*
menyebutkan bahan/bagian dari benda yang dipaparkan secara lengkap, serta daftar langkah yang dilakukan
Unsur kebahasaan
- simple present tense
 - imperative,
 - Nomor yang menyatakan urutan
 - kata keterangan
 - ejaan, ucapan, intonasi, tekanan kata, tanda baca, tulisan tangan yang jelas dan rapi
- Procedure : *Langkah – langkah cara mengoperasikan sesuatu*

D. Metode Pembelajaran

Contextual Teaching Learning (CTL)

E. Media dan Alat

1. Media:

Media yang digunakan selama pembelajaran adalah :

- a. LKPD (Terlampir)
- b. Link youtube (Terlampir)
- c. Whatsapp
- d. Quizzes

2. Alat:

Alat yang digunakan selama pembelajaran adalah :

- a. Laptop/Handphone untuk melakukan kegiatan daring
- b. Papan tulis
- c. Spidol
- d. Koneksi internet

F. Sumber pembelajaran

Forward An English Course for Vocational School Students Grade IX. Erlangga
Youtube channel

G. Langkah-langkah Pembelajaran

No.	Tahapan	Kegiatan
1.	Pendahuluan (1)	Melalui tatap muka: <ul style="list-style-type: none"> • Guru Memberi salam. • Guru mengecek kehadiran peserta didik. • Guru menyampaikan tujuan dan manfaat pembelajaran tentang topik yang akan diajarkan. • Guru menyampaikan apersepsi dengan menyampaikan KD/topik dan tujuan pembelajaran.
2.	Kegiatan Inti EKSPLORASI (3)	<ul style="list-style-type: none"> • Guru menampilkan langkah – langkah mengoperasikan sesuatu seperti komputer dan lain sebagainya. • Guru meminta informasi tentang langkah – langkah mengoperasikan hal yang sering dikerjakan peserta didik seperti mengoperasikan HP/ download whatsapp. • Guru menyajikan kalimat – kalimat yang sering digunakan dalam menyampaikan langkah – langkah mengoperasikan sesuatu dikemas dalam game.
	ELABORASI (3)	<ul style="list-style-type: none"> • Siswa menjawab pertanyaan dari guru. • Siswa mengomunikasikan hasil kerja yang dikemas pada game. • siswa lain mengoreksi langkah – langkah yang disajikan dari siswa yang sedang presentasi.
	KONFIRMASI (2)	<ul style="list-style-type: none"> • Guru mengoreksi jawaban presentasi siswa. • Guru membenarkan apabila ada konsep yang salah dalam hasil penjelasan siswa.
3.	Kegiatan penutup (1)	<ul style="list-style-type: none"> • Memberikan penghargaan kepada siswa yang telah mengerjakan tugasnya dengan baik. • Mengevaluasi proses belajar dengan memberikan kuis kepada siswa seputar materi yang didiskusikan melalui google form/ mengamati kegiatan di youtube • Memberikan tugas mandiri di rumah. • Menutup pelajaran dengan membaca doa.

H. Penilaian

Kriteria Penilaian Kinerja dan Tugas

- Pencapaian fungsi sosial
- Kelengkapan dan keruntutan struktur teks prosedur
- Ketepatan unsur kebahasaan: tata bahasa, kosa kata, ucapan, tekanan kata, intonasi, ejaan, dan tulisan tangan
- Kesesuaian format penulisan/ penyampaian

Pengamatan (observations)

Tujuan untuk memberi balikan.Sasaran penilaian adalah:

- Perilaku tanggung jawab, peduli, kerjasama, dan cinta damai,dalam melaksanakan komunikasi
- Kesungguhan siswa dalam proses pembelajaran di setiap tahapan

Portofolio

- Kumpulan catatan kemajuan belajar berupa catatan atau rekaman monolog teks prosedur berbentuk manual dan tips
- Kumpulan karya siswa yang mendukung proses penyuntingan teks prosedur.
- Kumpulan hasil tes dan latihan.

Penilaian Diri dan Penilaian Sejawat

Bentuk: diary, jurnal, format khusus, komentar, atau bentuk penilaian lain

No.	Kompetensi yang dinilai	Teknik Penilaian	Bentuk Instrumen	Instrumen Penilaian	Waktu Penilaian
1.	Pengetahuan	Tes	Uraian	Terlampir	Kegiatan inti
2	Pengetahuan	Tes	Lisan	Alat peraga	Kegiatan inti
2.	Ketrampilan	Portofolio	Uraian	Terlampir	Penutup

I. Kegiatan Remidi dan Pengayaan

1. Kegiatan remidi :

dilakukan apabila ada peserta didik saat postes tentang dengan materi dilatasi mendapat nilai dibawah 75. Soal remidi yaitu mengulang bagian soal yang dirasa sukar pengerjaannya sehingga tidak dapat diselesaikan peserta didik dengan baik.

2. Kegiatan pengayaan :

dilakukan apabila ada peserta didik saat PH (penilaian harian) tentang dengan materi dilatasi mendapat nilai diatas atau sama dengan KKM yaitu 75. Pada kegiatan ini, peserta didik akan diberikan soal tantangan yang mengasa proses menganalisis peserta didik.

Sirampog, September 2020

Kepala Sekolah,

Mahasiswa PPG,

Yogi Ananto, S.Sos

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PROCEDURE TEXT

MANUAL AND TIPS

Have you ever got a procedure how to operate computer? Or how to operate a mixer? This is manual and tips, a kind of procedure text. And today we are going to learn manual and tips

Uraian Materi

Manual and tips is a part of procedure text. It is a book or pamphlet that contains explanation about how something and it should be done in sequenced steps

1. The Function of studying this lesson

Provides information to achieve the best results efficiently, avoiding accidents, damage, waste, etc.

2. Structure text

a. Purpose

To describe how something is operated through a sequence of actions or steps.

b. Generic structure

Goal/aim → It contains the purpose of doing or operating something.

Materials → This part describes the tools we need to do, make or operate something.

Steps → This part describes the set of instructions.

c. Language features

This manual usually uses :

simple present tense.

adverbial of sequence or

temporal adjective.

imperative sentences or Command

action verbs.

conjunctions to link a process to another process.

adverb of time to express details of time.

Latihan Soal 1

How to Use Computer.

- Set up your computer. If you set up a new computer, there are a few steps that you will need before you can use it
- Create a user account. If you use a computer for the first time, you will be asked to create a user account when you turn it on.
- Get to know the desktop. Desktop is the main work area on your computer, and will often be areas that you visit on your computer
- Learn the basic use of the mouse and keyboard. The mouse and keyboard is the main tools to interact with your computer.
- Launch a few applications will be installed. Even if you assemble your own computer, there will be some applications that will be installed and the equipment can be used without having to install additional applications on its own.

Answer these questions:

1. What will you make if you use a computer for the first time?
2. What is the third step?
3. To interact with the computer, what is the main tool?
4. What is the main idea of the third step?
5. Launch a few application will be installed. What is the similar meaning with installed?

Daftar Pustaka

<https://www.kuliahbahasainggris.com/3-contoh-procedure-text-how-to-operate-dalam-bahasa-inggris-beserta-artinya/>

Latihan Soal 2

Siswa di minta mengucapkan potongan procedure text how to use computer dengan menggunakan alat peraga BELAGA.

Lembar Kerja Peserta Didik (LKPD)
Bahasa Inggris Wajib

Name :
Grade : X/ 1
Topic : Procedure text (manual) Text
Objectives :

After the instructional process, students are able to do the following things correctly and appropriately :

1. exemplify the structure of procedure text (manual) by asking and giving information related to school activities
2. analyze the lexicogrammatical features procedure text (manual)
3. analyze the social function of procedure text (manual) by asking and giving information related to school activities
4. conclude the the social function of procedure text (manual) by asking and giving information related to school activities
5. explain the detailed information in procedure text (manual) related to school activities,
6. analyze the words/sentences in procedure text (manual) related to school activities,
7. construct an outline of short and simple procedure text (manual) by considering the social function, text structure, and the lexicogrammatical features, and
8. compose a procedure text (manual) by considering the social function, text structure, and the lexicogrammatical features.

ACTIVITY 1

In a group of four or five persons, read the following procedure text (manual) and discuss the questions that follow.

Burning a CD allows you to take music from one CD and transfer it onto another CD. This process is possible with any computer that has a CD driver, but it is easier on a computer that can run two CDs at once. Either way, you can copy all your music from one CD to the next. Here is how to copy from one CD to another, using one and two CD drivers. Instructions Burning with two CD Trays

1. Insert the CD from which you want to burn music into your computer's CD tray. Insert a blank CD into your computer's second CD tray.
2. Open windows media player and wait for it to recognize the CD.
3. Click the "burn" option at the top of Windows Media Player. Drag the songs you want from the list of your songs into the area on the right labeled "Burn List".
4. Choose the blank CD onto which you want to burn your song. This can be done at the top of the Burn List Menu.
5. Click the "Start Burn" button when you have all the song you want for the CD added to the Burn List. Wait for your computer to finish the CD, then take both of the CDs out

1. What are the social functions of the procedure text (manual)s above? Analyze them.
2. Analyze the structure of the procedure text (manual)s above.
3. Analyze the lexicogrammatical features of the procedure text (manual)s above.

4. What is the topic of the text?
5. “The process of copying CD is possible with any computer...” The word “possible” is closest in meaning to...

Activity 2

After doing activity one, choose one of your group members to present the group discussion result in front of the class.

Activity 3

Do the following assignment at home and submit your homework to your teacher’s email

Cognitive Skill

Read the following procedure text (manual) and answer the questions correctly.

How To Operate Car

- Tips and how to drive the car first, matic pays attention to the position and order of the replacement shifter, you must memorize the issue to really master. Tips to avoid the mistake in replacing the shifter.
- After completely memorized and replacement shifter has become a habit, then there will be no longer the case entered the wrong position of the shifter.
- Next you membiaskan to release the clutch pedal from the left leg, on the car two pedals available i.e. matik Accelerator and brake pedal. This is so that my left leg free terbiasa stepped on the pedals, which aims to avoid the risk of error apply the brakes when Your car is in a State of rpm up.
The third tip is getting used to apply the brakes every time will replace the transmission, so that while you’re replacing the transmission, the car will not run by itself. This is a problem that often occurs among motorist matic.
- How to drive a car that is paying attention to the road next matic you will pass, if the area is full of slopes or the State of the road that goes up, you should move the transmission on position b. on the State of the positions, the transmission can only moved between one to two teeth only. When the Road downhill position is also useful as an engine brake, so the machine is working properly.
- Final tips for motorists, namely the importance of understanding the matic function button hold. The button lock feature is gear and can be operated when the lever is in the position of button When d. enabled, the feature automatically locks the car in two

and three teeth. This feature also acts as a FUEL saver, especially on frequently jammed streets such as large cities.

1. What is the structure of the procedure text (manual) above? Exemplify it by giving the signs for the part of the text structure.
2. When will the event be held?
3. What agendas can you enjoy/join in the event? Explain them.
4. What does the word “bash” in the procedure text (manual) mean? Explain the meaning by considering the context.
5. What does the word “RSVP” stand for? Explain the meaning.
6. What is the topic of the procedure text (manual)? Analyze it.

Lampiran Lembar kisi – kisi tes akhir pembelajaran

KISI-KISI TES AKHIR PEMBELAJARAN

Satuan Pendidikan : SMK Muhammadiyah 1 Sirampog
Kelas / Semester : XI Akuntansi, TKJ dan TBSM / Gasal
Materi Pokok : Procedure text
Subbab : Manual and tips

NO	KOMPETENSI DASAR	MATERI	INDIKATOR SOAL	BENTUK SOAL	JUMLAH SOAL
1.	3.18 Menganalisis fungsi sosial, struktur teks, dan unsur kebahasaan beberapa teks prosedur lisan dan tulis dengan memberi dan meminta informasi terkait manual penggunaan teknologi dan kiat-kiat (<i>tips</i>), pendek dan sederhana, sesuai dengan bidang keahlian dan konteks penggunaannya	Procedure text	Peserta didik dapat menyelesaikan masalah kontekstual yang berkaitan dengan procedure text (manual and tips)	Uraian	5
2.	4.18 Menyusun teks prosedur, lisan dan tulis, dalam bentuk manual terkait penggunaan teknologi dan kiat-kiat (<i>tips</i>), dengan memperhatikan fungsi sosial, struktur teks, dan unsur kebahasaan, secara benar dan sesuai konteks	Procedure text	Peserta didik dapat menyusun kembali text procdure yang didengarkan.	Listening to video	1

Lampiran Lembar instrument soal tes akhir pembelajaran

TES

Nama Peserta Didik	:
Nomor Absen	:
Satuan Pendidikan	: SMK Muhammadiyah 1 Sirampog
Kelas / Semester	: XI XI Akuntansi, TKJ dan TBSM / Gasal

Petunjuk :

1. Berdoalah sebelum mengerjakan.
2. Tulislah jawabanmu langsung pada lembar soal dengan rapi.
3. Kirim jawabanmu melalui email Jailaniazizul@gmail.com atau whatsapp

SOAL :

How To Use Camera

You need:

A digital camera (DSLR camera or pocket camera or the others camera that you have)

The object (find something that interesting to you like animals, buildings or the others)

Steps :

First, handle the camera and turn it on.

The second, center the object in the LCD and manage the zoom control until you get the best view when you are ready to take the picture, hold the shutter speed, and various other calculations.

Then, a light should appear that let you know the camera is set to go.

After that, press shutter all the way down.

Question:

1. What is the goal of the procedure text above?
2. What should you do first before you center the object in the LCD?
3. What should you hold when you are ready to take the picture?
4. What is the synonym of appear?
5. What is the last step of manual and tips above?

Lampiran Lembar pedoman penskoran soal tes akhir pembelajaran

PEDOMAN PENSKORAN TES AKHIR PEMBELAJARAN

Satuan Pendidikan : SMK Muhammadiyah 1 SirampogKelas /

Semester : XI Akuntansi / Gasal

Materi Pokok : Procedure text

Subbab : Manual and tips

NO	SOAL	JAWABAN	SKOR
1.	What is the goal of the procedure text above?	How to use camera	2
2	What should you do first before you center the object in the LCD?	Handle the camera and turn it on	2
3	What should you hold when you are ready to take the picture?	Hold the shutter speed	2
4	What is the synonym of appear?	Arise	2
5	What is the last step of manual and tips above?	Press shutter all the way down	2
	Skor Akhir		10

SOAL MENYUSUN KEMBALI TEXT PROCEDURE YANG DIDENGARKAN

Dengarkan audio/video tentang procedure text di chanel youtube Azizul Jailani dan tulis kembali apa yang kamu dengar.

NB. Jawaban bisa langsung dikirim melalui comment di chanel youtube atau kirim via whatsapp